

Application Instructions For a Notary Commission in Montana

The process is the same for new and renewal applicants as of the date of this publication.

1. Read through these instructions thoroughly. If there is *anything* that you don't understand, please visit the Secretary of State's website at www.sos.mt.gov/notary or contact the office at (406) 444-5379. It is strongly suggested that you become familiar with the responsibilities and legal liabilities imposed upon Notaries Public **before** applying for a commission.
2. Make arrangements to obtain a \$10,000 surety bond written for a term of four years. These are available through most insurance companies licensed to do business in the state of Montana. A surety bond is not insurance for the notary. It is meant to protect the public from any claim made against the State as a result of your actions. In the event of such a claim, the bonding company would look to you, the notary, for repayment of the claim amount. You may wish to discuss with your insurance agent the need for Errors & Omissions Insurance to provide personal coverage to protect yourself.
3. Fill out the form titled, "Application, Statement, and Oath of Office for Commission as a Notary Public, Revised 1/2006". This form must be notarized (correctly!).
 - **Enter your name exactly the way you normally make your signature.** This is the name in which your Notary Commission will be issued and it must match the name on the surety bond and your signature. (If your legal name is "John Quincy Public", but you normally sign "J. Q. Public", then enter **J. Q. Public** on the application.)
 - **Make sure you follow the directions on the form and provide all the information requested.** Incomplete applications will be returned for completion; this will delay the processing of your commission request. Be sure to include your mailing address to insure delivery of your Certificate of Commission.
4. When you receive the bond:
 - **Make sure all appearances of your name on both the application and the bond are exactly the same.**
 - **Check that the city and county listed on the bond are where you live, not where you work.**
 - **Sign the bond on the line for the "Principal".**
5. Send the **original** application form and bond with the filing fee of \$25 (check or money order) to:

Montana Secretary of State
PO Box 202801
Helena MT 59620-2801
6. You should receive your commission certificate within 10 days – 2 weeks. Verify that your name is correct and note your commission dates. You are responsible for procuring your notary seal/stamp.

**YOU ARE NOT A NOTARY PUBLIC FOR THE STATE OF MONTANA
UNLESS YOU HAVE RECEIVED AN OFFICIAL CERTIFICATE OF COMMISSION
SHOWING YOUR NAME AND THE DATES OF YOUR TERM OF OFFICE**



**APPLICATION, STATEMENT, AND OATH OF OFFICE FOR
COMMISSION AS A NOTARY PUBLIC**

Filing Fee \$25.00

NOTE: All appearances of the applicant's name on this document and the associated surety bond must be exactly the same.
Name (as you wish it to appear on your commission certificate and official seal)

First _____ Middle (if desired) _____ Last _____
Social Security # _____ Date of Birth _____

Have you ever been issued a commission as a Notary Public in Montana? ☐ YES ☐ NO

If yes, under what name? _____ Commission expiration date _____
(Month/Day/YYYY)

Home Mailing Address

Street/Box # _____ Apt/Unit _____ HOME PHONE _____
City _____ County _____ State MT Zip _____

Physical/Residence Address (if different)

Street _____ Apt/Unit _____
City _____ County _____ State MT Zip _____

Employment Information*

Employer Name _____ WORK PHONE _____
Employer Address _____ City _____ State _____ Zip Code _____

**If you are presently unemployed or retired, please enter "N/A" for Employer. Enter "Work at Home" if your work address is the same as your home address.*

STATEMENT & OATH

I, _____, the undersigned, making application for a Commission as Notary Public in and for the State of Montana affirm, and at the date hereon swear that: I am eighteen (18) years of age or older, I have resided in the State of Montana continuously for at least one (1) year immediately prior to the date hereon, I have never been convicted of a felony, I have never had a Notary Commission denied, revoked, or restricted in any state, the information on this application is true and complete to the best of my knowledge, and I am qualified to be appointed and commissioned as a Notary Public for the State of Montana.

I do solemnly swear (or affirm) that I will support, protect and defend the constitution of the United States, and the constitution of the State of Montana, and that I will discharge the duties of my office of Notary Public for the State of Montana with fidelity (so help me God).

State of Montana
County of _____

Applicant's signature

Sworn to and subscribed before me this _____ day of _____ A.D., 20____.

Notary Public for the State of Montana (signature)

(SEAL)

Notary Public (name typed/stamped or printed)

Residing at (city): _____

Commission expiration _____ (Month/Day/YYYY)